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OCSS-M81-059
02 February 1981

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[REDACTED]
Chief, Support Services Division, OC

SUBJECT: Monthly Narrative Summary Report -
January 1981

25X1 1. The FY-80 Annual Personnel Report was completed and
approved by the D/CO and forwarded to OPPPM. [REDACTED]

25X1 2. The Office's first Provisional Clearance employee
25X1 (ET) was EOD'd and began his training [REDACTED] on 06 January 1981.
[REDACTED]

25X1 3. On 16 January 1981, a representative from PMCD met with
[REDACTED] to provide an informal feedback session
concerning the results of the expedite review of ten communica-
tion officer/automation spec positions in OC/ED. Of the ten
positions which were requested for an upgrade review, PMCD has
validated the upgrading of nine of these positions. In addition,
PMCD has agreed to review all automation spec positions in OC
25X1 in 1981. This review is scheduled to begin around May 1981.
[REDACTED]

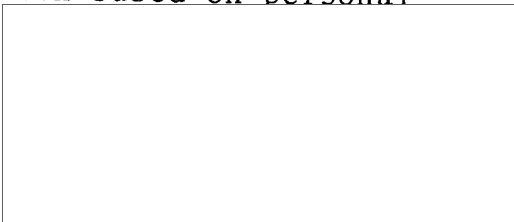
25X1 4. On 14 January 1981, the Assistant Supervisor of Field
Processing Section/PB/SSD, [REDACTED] was awarded a \$1,000
Special Achievement Award for the assistance she provided to our
25X1 OC dependents during the 1980 Middle East evacuation. [REDACTED]
25X1 [REDACTED]

25X1 6. The PMCD Survey Appeal was rescheduled for 27 January. [REDACTED]

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[REDACTED]
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25X1 7. Word was received from OPPPM that President Reagan's hiring freeze will be strictly enforced, and very few exceptions will be granted. The freeze applies to all categories of employment, including independent contractors, WAE's, etc. It is retroactive to 05 November 1980, and all employees hired after 05 November will be the subject of individual review. Requests for exceptions may be made only by the DCI to the Office of Management and Budget (OMB). SSD is currently compiling a list of individuals to submit for consideration based on personal hardships, unique circumstances, etc.



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